

Public Safety Branch  
Public Safety Group  
Fire Series

**FIRE DISTRICT CHIEF**

12/96 (TLW)

*Summary*

Under direction, command resources and activities of an assigned function such as a fire suppression district, or a technically specialized staff division, including, but not limited to, complex public safety operations such as emergency management activities, hazardous materials incidents or departmental safety compliance.

*Typical Duties*

As a Fire Suppression District Chief plan and participate in firefighting and prevention. Involves: deploying and overseeing firefighting companies and equipment at response scene, until relieved by a superior officer; interpreting and relaying orders of superior officer; implementing and ensuring adherence to readiness and discipline standards by conducting or arranging for personnel, equipment and fire station inspections, water supply surveys and other pre-fire planning and subordinate training; ascertaining causes and extent of fire and collateral damage to property.

As Emergency Management Coordinator, plan, organize, coordinate and participate in joint City and County disaster preparation and response activities. Involves: maintaining liaison with local emergency response agencies in regarding their responsibilities and capabilities; participating on committees to plan and organize joint operations; directing activities of staff during simulated or actual emergencies; negotiating with civic and professional leaders to develop and implement survival plans according to local needs and state and federal policies; reviewing and recommending alterations in emergency plans to coordinate with changes in state or federal policies and military technology; obtaining cooperation of property owners, civic leaders, and professional groups in providing facilities and services for emergency preparedness; preparing and presenting emergency management training to emergency response agencies and the general public through formal classes and the news media; acquiring and distributing reference materials regarding emergency response operations; negotiating reciprocal response agreements with other jurisdictions; preparing and submitting applications for federal assistance.

As Hazardous Materials Coordinator, plan, organize, coordinate and participate in hazardous materials response and recovery. Involves: developing and implementing response procedures and instructional materials which include researching applicable federal, state and local legislation and safety standards; acting as principal technical advisor within scope of assigned accountability to City and County officials and department managers regarding preparedness and elimination of hazards; conducting or supervising training programs and practice exercises for response personnel and the general public; maintaining training equipment and materials; assessing available hazardous waste treatment and disposal alternatives, and costs involved to compare economic impact of alternative methods; preparing reports of findings concerning spills and preparing material for use in legal actions.

As Safety Officer plan, develop, coordinate and implement Occupational Safety and Health Program. Involves: chairing safety committee; reviewing accident and injury reports to determine need for corrective actions, preventive measures, additional training or procedural changes; investigating and reporting accidents and injuries; inspect facilities, vehicles, equipment and protective clothing for compliance to national standards; acting as scene safety officer during emergency operations and training exercises; monitoring member assistance programs.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes.

Perform related work as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations and similarly performing any duties of subordinates or coworkers, if required; preparing division budget and monitoring expenditures which includes identifying and applying for funding from alternative sources; directing inspection and inventory of supplies and equipment, requisitioning needed materials, and arranging for equipment maintenance; preparing operational reports and maintaining related records.

*Minimum Qualifications*

Training and Experience: Ten (10) years of firefighting and fire prevention experience with the El Paso Fire Department, including two and one half (2 ½ ) years as a Captain.

Knowledge, Skills and Abilities: Comprehensive knowledge of principles, methods, techniques and equipment of assigned function such as fire suppression, disaster response and recovery, hazardous materials handling or

occupation safety and health compliance. Considerable knowledge of: building construction, departmental policies, rules and regulations, organization and conduct of attendance standards.

Ability to: analyze, develop, and set program goals and objectives; plan, and coordinate program activities; develop and conduct training programs; make quick and accurate decisions in emergencies; firmly and impartially exercise delegated authority to lead, motivate, train and evaluate assigned personnel; establish and maintain effective working relationships with fellow employees, officials and the general public; express oneself clearly and concisely, both orally and in writing; maintain records and prepare reports.

Skill in safe operation of fire department motor vehicles through city traffic under normal or emergency conditions.

Licenses and Certifications: Texas Class "C" Driver's License ( with exemption for heavy firefighting vehicles)

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Director of Personnel

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Department Head

OFFICIAL